



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	October 15, 2015	Closing Date:	October 22, 2015
Job Title:	Records & Reproduction Clerk	Position Type:	Regular
PIN:	059227	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore County Towson, Maryland	Grade/Salary:	J5 \$28,973 - \$34,289
		Financial Disclosure:	No

Essential Functions: The Records and Reproduction Clerk responds to copy requests from attorneys and the public received in person or by mail. Provides copies of documents from Civil/ Family Law and Criminal cases, and copies tax liens from the computer and record books. Assists the public, attorneys and others by providing information about records and the procedures of the Clerk's office both at the counter and by telephone. Performs cashier duties: Collects payments, operates computerized cash register, and balances and reconciles drawer each day. Pulls case files daily as needed for court docket. Scans documents and reviews for accuracy. Sorts and files documents and assists in maintaining the main file room and basement file room. Performs all other duties as assigned.

Education: High School Diploma or GED.

Experience: Minimum of one year of clerical experience.

Skills/Abilities: Knowledge of general office practices and procedures. Knowledge of basic arithmetic and ability to make change. Ability to distinguish colors used in filing system, file in alphabetical and/or numeric order, Knowledge of basic typing skills. Ability to follow general filing procedures and comply with filing standards. Ability to receive information, verbally and in writing, and relay information to others correctly. Ability to communicate in an effective, patient, and tactful manner with judges, co-workers, the public and others. Ability to operate general office equipment, e.g. copier, fax, microfilm, scanner. Ability to operate a computerized cash register. Ability to lift or exert force on documents, items, carts, etc. weighing up to 60 lbs. Applicants will be required to demonstrate their ability in typing and data entry, as well as verbal reasoning by successfully completing skills testing. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Baltimore County
County Courts Building
401 Bosley Avenue
Towson, MD 21204
ATTN: Hon. Julie Ensor, Clerk of Court

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.